

Thursday, January 14th, 2010

Dear Parent/Guardian,

This letter explains the process for submitting payment for the Gr. 8 Montreal trip taking place from June 27th, 2009 to June 29th, 2010. For your convenience, payments have been divided into 3 installments. The due dates and amounts for each installment are listed below. (Post-dated cheques for all three payments or full payment are also possible.) Please make sure to send in payments promptly as there are deadlines we need to meet with MacDonald Tours. The trip may be cancelled if payments are not made on time.

This will be the only notification so please post in a convenient location as a reminder. The information will also be available throughout the year on our school website at <http://nlw.wrdsb.on.ca>. Just follow the *Staff Directory* link on the front page to *T. Giannopoulos* and click on the *Class Downloads* link to access the *pdf* files.

Please ensure that the **student's name and homeroom** are recorded on the back of the cheque. Cheques should be made payable to **Northlake Woods P.S.**

Payment	Amount	Date Due
1st payment	\$150	January 22nd, 2010
2nd payment	\$150	March 5th, 2010
3rd payment	\$129	April 1st, 2010

**The last payment may be adjusted (higher or lower) depending on the number of students going on the trip. I will send a separate note home if the amount is different from what is indicated above.

Thank you for your co-operation. We look forward to an exciting and educational trip.

Mme T. Giannopoulos,
Montreal Trip Organizer